REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO: NC1-412-85-18

DATE RECEIVED: 3-14-85

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM *(Agency or establishment)*: Environmental Protection Agency

2 MAJOR SUBDIVISION: Air And Hazardous Waste (Regional Offices)

3 MINOR SUBDIVISION:

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Harold Webster Thomas Tasker	383-5912 382-5911	7-20-87	Frank G Burke

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
3/12/85	Thomas Tasker Thomas Tasker	Agency Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
1 - 30	The Regional Air And Hazardous Waste Program Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules. Attached is a copy of the revised Air And Hazardous Waste Program Records Control Schedule. This certifies that the records will be microformed and inspected in accordance with the standards set forth in 36 CFR 1230. All changes to this proposed schedule have been approved per telephone call by: Carmelita S. Ryan 7/6/87 — NARA appraiser, Date Tom Tasker 7/6/87 — Agency representative, Date Copies to agency, NCF, NNF, NNA 7-21-87 TRT	Appendix D Schedule 2	
			18 items

115-108

NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
AIR AND HAZARDOUS WASTE PROGRAM RECORDS

COVERAGE OF SCHEDULE
REGIONAL OFFICES

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	State Implementation Plans File. Record copies of plans developed by each State for the attainment and maintenance of national ambient air quality standards, as required by Section 110 of the Clean Air Act, as amended. Plans approved by regional offices. Records consist of plan and amendments, public and industry comments, public hearings documents, compliance schedules, status reports, transportation control documents, Section 307 lawsuit documents, contracts, progras reports, and other related records.	PAPER RECORD SYSTEM Retention: Permanent. Disposition: Break file as plans are revised or superseded. Keep in office 1 year, then transfer to the FRC. Keep in FRC 20 years, then offer to the Regional Archives. MICROGRAPHIC RECORD SYSTEM Retention: a. Paper Records. Retain until conversion to microform has been completed. b. Microform Copy (Official Record Copy). Permanent. Disposition: a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. b. Microform Copy (Official Record Copy). Offer to NARS when 20 years old silver halide microfilm plus one silver, diazo, or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to FRC pending offer to NARS. c. Other Microform Copies. Destroy when no longer needed.

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
2.	Continuing Environmental Program Support Agreements. Agreements administered by Regional Offices.	PAPER RECORD SYSTEM Retention: Retain 4 years. Disposition: Break file immediately after closeout of the agreement, then transfer to the FRC. Destroy when 4 years old. MICROGRAPHIC RECORD SYSTEM Retention: a. Paper Records. Retain until conversion to microform has been completed. b. Microform Copy (Official Record Copy). Retain 4 years. Disposition: a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. b. Microform Copy (Official Record Copy). Break file immediately after closeout of the agreement, then transfer to the FRC. Destroy when 4 years old. c. Other Microform Copies. Destroy when no longer needed.

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
3.	Environmental Impact Statement Review and Comment File. Contains information related to the potential impact of proposed projects on the environment. Used by all air and hazardous materials programs to prepare EPA comments on the projects. Records consist of manuscript work papers used as input to printed draft and final statement, and other related records.	Retention: Retain 5 years. Disposition: Break file upon preparation of final statement. Keep in office 1 year, then transfer to FRC. Destroy when 5 years old.
4.	Air Quality Modeling Printouts. Printouts showing ambient air quality data collected at air pollution monitoring stations. Used as planning models to determine necessary changes in State Implementation Plans or air quality regulations.	Retention: Retain 5 years. Disposition: Break file upon completion of modeling study. Keep in office 5 years, then destroy.
5.	Safety Analysis Reports. Consist of nuclear plant construction and process design reports received from NRC and DOE and reviewed and approved by EPA. Reports consist of preliminary or initial report, changes to report and final report.	Retention: a. Initial Report and Changes. Retain until receipt of final report. b. Final Report. See Disposition below. Disposition: a. Initial Report and Changes. Destroy upon receipt of final report. b. Final Report. Keep in office until superseded, then destroy.
6.	Technical Program Reference File. Contains information on nuclear facilities and regulations. Used for reference. Records consist of printed technical documents, work papers, and other reference materials concerning nuclear power plants and facilities.	Retention: As below. Disposition: Review in office every 2 years, retaining files with continuing reference value and disposing of other materials.

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7.	Pesticide Producing Establishments Registration File. Contains records used to register companies that manufacture pesticides, as required by Section 7 of the Federal Insecticide, Fungicide, and Rodenticide Act, as amended. Records consist of applications for registration, reports, submitted by pesticide producing establishments, certified mail receipts and related correspondence.	Retention: Retain 10 years. Disposition: Break file upon termination of registration. Keep in office for 3 years, then transfer to the FRC. Destroy when 10 years old.
8.	Pesticide Producing Establishments Printouts. Computer printout reports showing pesticide establishments data transferred from producers annual reports. Reports show data concerning the kind and amount of pesticides being manufactured by the establishments.	Retention: Retain 1 year. Disposition: Keep in office 1 year after superseded by annual update, then destroy.
9.	Pesticides Compliance File. Contains information used to determine compliance of pesticide products with regulations. Records consist of collection reports submitted from field inspectors, notice of inspection, receipt for sample, report of analysis, copy of sample label, copy of accepted label, history of official sample, and acceptance letters.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
10	Pesticides Investigation Case File. Contains information concerning the alleged misuse or accidental uses of pesticides. Incidents of accident and misuse are investigated by pesticides staff and referred to legal staff for legal action if necessary. Records consist of pesticide accident report or report of investigation, gross analytical diagnosis, hospital report and supporting papers, correspondence, and other related records.	Retention: Retain 5 years. Disposition: Break file upon closing of case. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
11	Pesticide Chemicals Reference File. Contains information concerning the chemical properties and composition of pesticide products. Used for reference. Includes technical data on the pesticides, testing methods, and other related materials.	Retention: As below. Disposition: Review in office every 2 years, retaining files with continuing reference value and disposing of other materials.

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12.	Pesticides State Agency Reference File. Contains informations concerning pesticides programs operated by state agencies, universities, agricultural extension services, and other agencies. Records consist of correspondence, copies of legislation, annual reports, technical documents, and other related records.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office 5 years, then destroy.
13.	Transportation Control Plans Working File. Contains information used in developing plans to achieve national ambient air quality standards through a reduction of vehicle miles travel. Transportation Control Plans are incorporated in the State Implementation Plans. Records consist of systems planning information, work programs, studies, employer incentive plans, strategy papers, copies of emission standards, and other related records.	Retention: Retain 7 years. Disposition: Break file upon completion of plans. Keep in office 3 years, then transfer to the FRC. Destroy when 7 years old.
14.	Section 109(j) Consistency Reports File. Includes annual reports used in determining the consistency of long-range transportation plans with State Implementation Plans, as required by Section 109(j) of the Federal Aid Highway Act. Records consist of consistency report, correspondence, staff comments, and revised reports.	Retention: Retain 10 years. Disposition: Break file upon completion of review and comments. Keep in office 5 years, then transfer to the FRC. Destroy when 10 years old.
15.	Energy Coordination Program Reference File. Contains information relative to the development and implementation of Federal energy legislation and programs. Records consist of copies of legislation, fuel availability data, news articles, correspondence, technical documents, and other related records.	Retention: Retain 10 years. Disposition: Break file every 5 years. Keep in office 5 years, then transfer to the FRC. Destroy when 10 years old.
16.	Special Studies File. Documents relating to the development of special studies for all air and hazardous materials programs. Includes studies and surveys done in-house as well as those done on contract. Records consist of contractor and grantee proposals, procurement requests, task orders, bid evaluation, award notices, payment records, progress reports, and project work papers.	Retention: Retain 7 years. Disposition: Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Destroy when 7 years old.

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17.	Final Reports Resulting from Special Studies. Includes printed final reports of special studies and surveys for all air and hazardous materials programs.	Retention: a. Record Copy. Permanent. b. Information Copies. Retain 2 years. Disposition: a. Record Copy. Break file upon completion of study. Keep in office 1 year, then transfer to the FRC for 20 years, then offer to the Regional Archives. b. Information Copies. Destroy when 2 years old or sooner if no longer needed for reference.
18.	Program Management Files. Contains records pertaining to policy and program development of all air, pesticide and toxic, and hazardous materials programs. Records consist of correspondence and reports relative to policy and programs, interagency activity, research, manpower planning, and other related materials.	Retention: Retain 10 years. Disposition: Break file at end of 2 years. Keep in office 2 years, then transfer to the FRC. Destroy when 10 years old.
19.	State Hazardous Waste Program File. Includes records that document a State operated hazardous waste program. Records consist of application request to operate the State program in lieu of the Federal program (background and supporting documentation), review and evaluation of State application, authorization to State, evaluation and oversight of State program, and related correspondence between EPA and the State, cooperative arrangement between State and EPA where authorization has not been given to a State, monitoring of grant expenditures by State, guidance to State on Federal financial requirements, advice to State to add or delete a hazardous waste from the list of hazardous wastes.	Retention: Retain 5 years. Disposition: Break file when program is discontinued. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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20.	Hazardous Waste Technical Material. Contains technical material relating to hazardous wastes, standards for generators, transporters, and owners/operators of treatment, storage, and disposal facilities, which are used in technical evaluations. Records consist of technical reference publications, manuals, and other technical materials.	Retention: Retain until superseded. Disposition: Break file when superseded. Keep in office 1 year, then destroy.
21.	RCRA Training Material. Contains records used by regional personnel to conduct training programs for State personnel. Records consist of instructional materials, participant rosters, manuals, and other training aids and materials.	Retention: Retain until superseded. Disposition: Break file when material is superseded. Keep in office 1 year, then destroy.
22.	State Solid Waste Management Plans. Includes records that document a State Solid Waste Management Plan for closing existing or upgrading open dumps. Records consist of a copy of the proposed State Solid Waste Management Plan, review and evaluation of plan, correspondence between the State and EPA, public notice announcing receipt of plan, public comments, public notice announcing approval of plan, copy of approved plan, and other related records.	Retention: Retain 5 years. Disposition: Break file when State program is discontinued. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
23.	Hazardous Site File. a. Contains documentation of policy and decision made by Headquarters and Regional personnel concerning the cleanup of uncontrolled hazardous waste sites. Records include correspondence between the Region and Headquarters, other Federal agencies, priority list for cleanup of hazardous waste sites, reports, approval of design and engineering of waste containment/remedial system, request from Region for additional money to continue cleanup operations and other related records. Includes index (paper and microform).	PAPER RECORD SYSTEM Retention: Permanent. Disposition: Break file upon completion of all cost-recovery litigation. Keep in office 2 years, then transfer to the FRC. Offer in 5 year blocks to NARA when 20 years old.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	b. Contains documentation and information concerning the remedial investigations and feasibility studies of uncontrolled hazardous waste (superfund) sites. Records include contractor notebooks of field observations, calculations, maps, photographs, drawings, supporting documentation, draft and final reports used in the investigation and choice of a remedial action at a superfund site. Includes indexes (paper and microform).	MICROGRAPHIC RECORD SYSTEM Retention: a. Paper Records. Retain until conversion to microform has been completed. b. Microform Copy. Permanent. Disposition: a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. b. Microform Copy. Break file upon completion of all cost-recovery litigation. Keep in office 2 years, then transfer to the FRC. When 20 years old, offer to NARA in 5 year blocks. c. Other Microform Copies. Destroy when no longer needed. PAPER RECORD SYSTEM Retention: Permanent. Disposition: Break file upon completion of all cost-recovery litigation. Keep in office 2 years, then transfer to the FRC. Offer in 5 year blocks when 20 years old.

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		MICROGRAPHIC RECORD SYSTEM Retention: a. Paper Records. Retain until conversion to microform has been completed. b. Microform Copy. Permanent. Disposition: a. Paper Records that have been microfilmed. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. b. Microform Copy. Break file upon completion of all cost-recovery litigation. Keep in office 2 years, then transfer to the FRC. When 20 years old, offer to NARA in 5 year blocks. c. Other Microform Copies. Destroy when no longer needed. d. Paper records that have not been microformed. Permanent. Keep in office 2 years, then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.
24	Cooperative Agreements. Contains records used in the development of a cooperative agreement between EPA and a State to take action to cleanup an uncontrolled hazardous waste site pursuant to Section 104(C)(3) of the Comprehensive Environmental Response, Compensation, and Liability Act. Records consist of application for assistance, State plan for responding to hazardous waste incident, correspondence between the State and EPA concerning the agreement, evaluation of application, copy of approved agreement, claims submitted by State for reimbursement, audit of State claims, reports, and other related records.	Retention: Retain 20 years after completion of all cost-recovery litigation. Disposition: Break file upon completion of all cost-recovery litigation. Keep in office 4 years, then transfer to the FRC. Destroy when 20 years old.

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
25.	Priority List for Cleanup of Hazardous Waste Sites. Contain records used to develop a priority list of uncontrolled hazardous waste sites that pose an imminent threat to the public health or welfare or environment. Records consist of State list of priorities, correspondence documenting coordination between EPA and the State regarding ranking of sites, documentation of verification by region that documentation supporting the site scores exists in State or regional files, regional list of priorities, copy of worksheet for each facility scored by the region/state, summary document for each site describing the site conditions or problems, document that specifies the enforcement status for each candidate site, and other related records.	Retention: Retain 20 years after completion of all cost-recovery litigation. Disposition: Break file upon completion of all cost-recovery litigation. Keep in office 4 years, then transfer to the FRC. Destroy when 20 years old.
26.	Claims. Contains records used to document the settlement of claims filed against the Fund under Section 112(a) of the Comprehensive Environmental Response, Compensation, and Liability Act. Records consist of the official claim, determination by the Agency that the claimant had been given preauthorization to respond to the hazardous waste incident, EPA's official notification to responsible parties of the claim, documentation of the attempts and arrangement to settle the claim between the responsible parties and the claimant, verification that the claimant did take the action to cleanup the hazardous waste incident, determination by the Agency that the claim is not a duplicate or fraudulent claim, documentation of claim submitted to Board of Arbitrators when claim cannot be settled, and a copy of the agreement of the final settlement of the claim.	Retention: Retain 5 years. Disposition: Break file upon settlement of claim/completion of cost-recovery actions. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
27.	Prevention of Significant Air Quality Deterioration (PSD) Non-applicability Files. Contains records that document the decisions relating to the PSD Non-applicability determination. Records consist of source data and request for non-applicability determination, related correspondence between State and EPA, technical evaluations and EPA determination.	PAPER RECORD SYSTEM Retention: Retain 5 years. Disposition: Break file upon issuance of non-applicability determination. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
28.	Prevention of Significant Air Quality Deterioration (PSD) Permit Files. Contains records used in issuance of air pollution permits under the Prevention of Significant Air Quality Deterioration (PSD) Program. Permits issued to municipal, State, industrial and Federal air pollution permit; correspondence with applicant and State agency; technical support document; copy of the final determination, and copy of the final PSD permit with conditions. Also, includes copies of permit revisions, extensions, and other related records. Note: PSD files on sources which have been closed or which have not emitted pollutants for a period of five years may be retained if the potential for air pollutant emissions has not been eliminated, i.e., process equipment for facilities have not been dismantled or removed from the site.	MICROGRAPHIC RECORD SYSTEM Retention: a. Paper Records. Retain until conversion to microform has been completed. b. Microform Copy (Official Record Copy). Retain 5 years. Disposition: a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. b. Microform Copy (Official Record Copy). Break file upon issuance of non-applicability determination. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old. c. Other Microform Copies. Destroy when no longer needed. PAPER RECORD SYSTEM Retention: Retain 5 years. Disposition: Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old. MICROGRAPHIC RECORD SYSTEM Retention: a. Paper Records. Retain until conversion to microform has been completed.

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		b. Microform Copy (Official Record Copy). Retain 5 years. Disposition: a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. b. Microform Copy (Official Record Copy). Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old. c. Other Microform Copies. Destroy when no longer needed.
29.	State Prevention of Significant Air Quality Deterioration (PSD) Program Files. Contains records that document a State-operated PSD permitting program. Records consist of the permit application; State's technical evaluation, preliminary determination and recommendation to EPA; EPA comments, public notice, public comments; final PSD permit with conditions; and related documents.	PAPER RECORD SYSTEM Retention: Retain 5 years. Disposition: Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old. MICROGRAPHIC RECORD SYSTEM Retention: a. Paper Records. Retain until conversion to microform has been completed.

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		b. Microform Copy (Official Record Copy). Retain 5 years. Disposition: a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness. b. Microform Copy (Official Record Copy). Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old. c. Other Microform Copies. Destroy when no longer needed.
30.	Medical Records Containing Tissue Samples Data. Includes copy of death certificate, pathology laboratory results, autopsy reports, plutonium assay results for liver and lung tissues, consent form for the use of the tissues in the study, results of telephone interviews with persons who knew the deceased, and letters from the investigators to the physician, friends, and relatives of the deceased.	Retention: Retain 50 years. Disposition: Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Destroy when 50 years old.

Atch to SF 115 (Rev_ ed Item Numbers compared . Previous Item Numbers, Schedule Number, and NARS Job Number)

Title Of Schedule: Air And Hazardous Waste Program Records

(Regional Offices)

REVISED Item Numbers	PREVIOUS Item No.	Schedule No.	NARS Job No.
1.	1.	D-2	NCI-412-76-1
2. (New)			NCI-412-82-1
3.	3.		NCI-412-82-11
4.	5.		NCI-412-82-7
5.	8.		NCI-412-82-13
6.	9.		
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30. (New)			